



## INSTRUCTIONS FOR ATTORNEY APPLICANTS

### ATTORNEY APPLICANTS ARE REQUIRED TO TAKE BOTH PORTIONS OF THE REAL ESTATE EXAM

REAL ESTATE COURSES WILL BE CONSIDERED FROM YOUR LAW SCHOOL, AS WELL AS, ANY OTHER COLLEGE, UNIVERSITY OR PROFESSIONAL REAL ESTATE SCHOOL.\*

**\*NOTE:** NO CORRESPONDENCE COURSES or ON-LINE COURSES are acceptable.

#### TO BROKER APPLICANTS ONLY:

If you plan to do business as a Legal Entity you must obtain a Broker license in the name of that legal entity. Follow these application procedures first; then AFTER you have passed the CT Broker licensing exam, go to website and download the Legal Entity Application and submit with initial license fee and your passing CT broker exam Score Report.

### APPLICATION REQUIREMENTS

#### 1. ☐ COMPLETE APPLICATION FOR INDIVIDUALS

#### 2. ☐ ATTACH ORIGINAL TRANSCRIPTS

(copies are not acceptable)

#### 3. ☐ ALL BROKER APPLICANTS MUST HAVE PASSED A 30-HOUR REAL ESTATE APPRAISAL COURSE. ATTACH GRADE REPORT (copies are not acceptable)

- APPLICATION CANNOT BE REVIEWED BY REAL ESTATE COMMISSION WITHOUT COURSE DOCUMENTATION
- **YOU MUST APPLY AS A SALESPERSON**, if you have not completed a 30-hour real estate appraisal course;
- **OR COMPLETE THE REAL ESTATE APPRAISAL COURSE.**

LIST OF APPROVED SCHOOLS FOUND ON WEBSITE

#### 4. ☐ Obtain a CERTIFICATION OF LICENSE HISTORY (copies are not acceptable) from each State (Except Connecticut) in which you have or had a real estate license.

- **BROKER APPLICANTS MUST DEMONSTRATE A MINIMUM OF 2-YEARS OF LICENSED REAL ESTATE EXPERIENCE.**
- **YOU MUST APPLY AS A SALESPERSON**, if you were never licensed as a real estate salesperson or broker in another state.

#### 5. ☐ APPLICATION FEES: **BROKER-\$120.00 - SALESPERSON-\$80.00**

CHECK PAYABLE TO: "TREASURER, STATE OF CT"  
APPLICATION FEES ARE NON-REFUNDABLE

**PROCESSING INFORMATION:** *The Connecticut Real Estate Commission will review your Qualifications.*

### NOTIFICATION

If the Connecticut Real Estate Commission approves your qualifications:

PSI will notify you by mail with further instructions on how to schedule a test date for the licensing exam.

If the Connecticut Real Estate Commission does not approve your qualifications:

The Department of Consumer Protection will mail you a letter listing further requirements.

### PSI

Note: PSI Exam Registration Fees are Non-Refundable.

**PSI Website:**  
[www.psiexams.com](http://www.psiexams.com)

**PSI Telephone:**  
1-800-733-9267



For Official Use Only

## REAL ESTATE APPLICATION FOR ATTORNEYS

### SECTION I Type or Print your Answers

USE "X" TO ANSWER: ☐ SALESPERSON  
Application Fee - \$80.00

☐ BROKER  
Application Fee - \$120.00

Check payable to "Treasurer, State of Connecticut"

1. NAME OF APPLICANT \_\_\_\_\_  
First Middle Last
2. RESIDENCE ADDRESS \_\_\_\_\_  
Street City/State Zip Code
3. BUSINESS ADDRESS \_\_\_\_\_  
Street City/State Zip Code
4. TELEPHONE: RESIDENCE \_\_\_\_\_ BUSINESS \_\_\_\_\_ CELL \_\_\_\_\_  
Residence FAX # \_\_\_\_\_ Business FAX # \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_
5. HAVE YOU EVER CHANGED YOUR NAME? ☐ YES ☐ NO IF YES, GIVE NAME(S): \_\_\_\_\_
6. DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_
7. Has any complaint been filed against you with any licensing authority of Connecticut or any other State or the District of Columbia?  
If yes, give details \_\_\_\_\_ 7. ☐ YES ☐ NO
8. Have you ever been convicted of a felony crime or of a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to  
defraud or any like offenses 8. ☐ YES ☐ NO

**If yes to #8 attach written statement of the facts & circumstances relating to each conviction(s); include the specific felony charges, date(s) of conviction(s), court(s) where the cases were decided.**

10. Have you ever held or do you currently hold a real estate license in Connecticut or any other State or D.C.? 10. ☐ YES ☐ NO  
If yes, give name of State(s) \_\_\_\_\_ Type of License \_\_\_\_\_  
Dates held \_\_\_\_\_ License# \_\_\_\_\_

**Attach "Certification of License History" (originals) from each State (EXCEPT CT) in which you have or had a real estate license. Not Copy of License**

11. Have you ever been refused a real estate license in Connecticut or any other State or D.C.? 11. ☐ YES ☐ NO  
If yes, Date \_\_\_\_\_ State \_\_\_\_\_ Details \_\_\_\_\_
12. Have you ever had a real estate license revoked or suspended in Connecticut or any other State or District of Columbia? 12. ☐ YES ☐ NO  
If yes, Date \_\_\_\_\_ State(s) \_\_\_\_\_  
Details \_\_\_\_\_
13. Do you agree to return immediately any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? 14. ☐ YES ☐ NO

### SECTION II - SALESPERSON EDUCATIONAL REQUIREMENT Have You Completed:

- I. **REAL ESTATE PRINCIPLES & PRACTICES 60 hours** Attach Grade Letter ☐ YES ☐ NO School Code \_\_\_\_\_  
Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first 30-hour course was completed no earlier than 10/1994.  
Please include the ORIGINAL grade letter(s) (no photocopies) for each course completed.  
Grade Letters must contain: (a) School Name, School Code (b) Dates Attended (c) Hours Completed (d) Grade Received and (e) Signature of School Official

**SECTION III - BROKER EDUCATIONAL REQUIREMENTS**

Have You Completed the following:

- I. REAL ESTATE PRINCIPLES & PRACTICES **60 hours** Attach Grade Letter \_\_\_ YES \_\_\_ NO school code \_\_\_\_\_  
Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first 30-hour course was completed no earlier than 10/1994.
- II. REAL ESTATE APPRAISAL I **30 hours** Attach Grade Letter \_\_\_ YES \_\_\_ NO school code \_\_\_\_\_
- III. RELATED SUBJECT IN REAL ESTATE **30 hours** Attach Grade Letter \_\_\_ YES \_\_\_ NO school code \_\_\_\_\_
- IV. LICENSED AS SALESPERSON AT LEAST **2 YEARS** \_\_\_ YES \_\_\_ NO

Please include the ORIGINAL grade letters (no photocopies) for all courses completed.

Grade Letters must contain: (a) School Name, School Code, (b) Dates Attended (c) Hours Completed, (d) Grade Received, and (e) Signature of School Official

**SECTION IV****SALESPERSON'S SPONSORING BROKER MUST COMPLETE THIS SECTION**✓ **Not Required Prior to Taking State Licensing Examination**

SALESPERSON NOTE: If you are Reinstating your license &amp; have changed your sponsoring broker from what Consumer Protection has on their records, a Transfer Fee of \$25.00 is required.

NAME OF BROKER \_\_\_\_\_

BROKER'S LICENSE # \_\_\_\_\_

LEGAL NAME OF COMPANY \_\_\_\_\_

TRADE NAME OF COMPANY  
(IF APPLICABLE) \_\_\_\_\_

BROKER'S ADDRESS \_\_\_\_\_

SIGNATURE OF BROKER \_\_\_\_\_

DATE OF SIGNATURE \_\_\_\_\_

**SECTION V - ALL NON-RESIDENTS****CONSENT FOR SERVICE OF PROCESS FOR INDIVIDUALS**KNOW ALL MEN BY THESE PRESENTS:  
THAT THE UNDERSIGNED \_\_\_\_\_

COUNTY OF \_\_\_\_\_ STATE OF \_\_\_\_\_ Being an applicant for a license as a Real Estate Broker or Real Estate Salesperson under the provisions of Chapter 392 of the Connecticut General Statutes and subsequent amendments thereto, does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut.

In Witness Whereof, The Above Named Applicant Has Signed And Sealed This Instrument

AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT**SECTION VI - ALL APPLICANTS - NOTARY REQUIRED**

I, being duly sworn according to law, hereby affirm that the answers given in this application are true to the best of my knowledge and belief, and that this application is made for the sole purpose of obtaining a Real Estate Broker or Salesperson License.

STATE \_\_\_\_\_ CITY OR TOWN \_\_\_\_\_ COUNTY OF \_\_\_\_\_

DATE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Signature of Notary Public